

**Position Summary**

Direct the operations and financial reporting activities of the Capital Accounting unit. This position oversees the accounting and budgeting for the state building program and its over 3,000 active projects recorded in the Capital Improvement fund and the Building Trust fund. Responsibilities include administering, tracking, and making debt service payments on over \$10 billion in general obligation debt in the form of bonds and various forms of commercial paper. This position also supervises the fiscal operations of the Environmental Improvement fund consisting of \$100 million in revenue bonds and loan portfolios totaling over \$1 billion. The Capital Accounting Section Chief oversees the semi-annual payments of the master lease program currently paying out \$25 million on an annual basis. This position also takes a lead role in on-going STAR ERP and capital accounting legacy database system development and maintenance.

**Worker Goals and Activities**

**25% A. Oversee the accounting, budgeting and financial reporting for the state building program and its over 3,000 active projects recorded in the Capital Improvement Fund and Building Trust Fund in accordance with the State Building Commission.**

A1. Oversee the capital accounting e-mail box where requests for new projects and budget adjustments are made every day.

A2. Manage the accounts payable function in the Capital Accounting section. These amount to over 1,200 payments annually.

A3. Direct the function of covering project costs with either bond/premium/commercial paper receipts or Building Trust Fund receipts.

A4. Supervise the monthly process of deriving and sending out the Accounts Receivable report to state agencies which owe agency cash to their projects.

A5. Approve and post to the internet, the monthly General Obligation (GO) Status report which shows current funding levels of over 600 bonding appropriations.

A6. Oversee the preparation of the white sheet and yellow sheet prior to each State Building Commission meeting. Track the funding balances of the BT accounts. Upon approval by the commission, move all encumbrances (purchase orders) accordingly.

A7. Review the GAAP adjusting entries made by the capital projects GAAP accountant. Approve them based on accuracy and appropriateness.

A8. Take the lead role in participating in any STAR ERP and capital accounting legacy system modifications or upgrades. This includes the capital accounting debt revenue allocation system and the capital accounting GAAP reporting system.

A9. Supervise the budgeting process at the appropriation level for both budget transfer journals and budget journals. Oversee the implementation of the biennial budgets into STAR creating new appropriations as necessary.

A10. Communicate with auditors from the Legislative Audit Bureau (LAB) as needed.

A11. Respond verbally and in writing to requests for information from the Division of Facilities Development Management (DFDM), Capital Finance Office, State Budget Office, Legislative Fiscal Bureau, Legislative Audit Bureau and state agencies concerning the state building program.

A12. Develop and maintain a statewide chart of accounts and accounting procedures for capital accounting. Work with DFDM and agency staff to implement policies and procedures.

A13. Administer the Capital Projects Accounting website. Ensure that the information is correct and current for all projects in STAR.

**20%    B. Oversee the accounting and financial reporting for the Environmental Improvement Fund (EIF) which includes five portfolios, two trustee accounts, \$100 million in clean water revenue bonds and over \$1 billion in loans to municipalities.**

B1. Manage the capital accounting Access-based legacy system which serves to produce the GAAP based financial statements of the EIF pulling data from the Capital Finance EIF system, STAR and hand entered.

B2. Manage the bi-weekly payments approved by capital finance which get interphased into STAR. Prepare a journal voucher to push DNR grant payments into the proper DNR grants suitable for DNR approval.

B3. During October and April oversee the repay of loans plus interest interphasing receipt transactions from the capital finance EIF system into STAR. Prepare wire transfers into the Clean Water Direct Leveraged portfolios (off-system) as needed.

B4. Watch the issuance of and Clean Water Revue Bonds and Safe Drinking Water General Obligation bonds. Make sure premiums and discounts ate accounted for properly. Track costs of issuance as needed.

B5. Make sure debt service for the GO debt and the revenue bonds are accounted for correctly both on-system and off-system.

B6. Review EIF GAAP entries for accuracy and appropriateness. Review EIF unaudited financial statements and disclosure for accuracy and completeness.

B7. Communicate with the independent auditors (currently Baker Tilley) as needed.

**20% C. Administer, track and make debt service payments on over \$10 billion of general obligation debt consisting of numerous bond issues and issuance of several forms of commercial paper.**

C1. Oversee the highly complex capital accounting's legacy system which tracks debt. Maintain the 4-5 new issues each year including any premium or discount be it new money or a refunding issue.

C2. Using the debt legacy system, take charge of the semiannual debt serving separately for the fixed rate instruments and the variable rate. Assist the state agencies involved as needed. Make all debt service payments are made in a timely fashion.

C3. Verify any cash needs report which estimates the future cash needs of the capital improvement fund. Such a report serves to keep the fund solvent.

C4. Meet regularly with the Office of Capital Finance. Coordinate issuances of debt, debt servicing and refunding. Synchronize efforts relating to the various types of commercial paper debt including but not limited to crossover refunding and variable rate demand obligations.

C5. Follow up on inquiries from interested third parties such as state agencies, DOA management, the Legislative Fiscal Bureau and the Legislative Audit Bureau.

C6. Oversee the preparation of documentation for determination of compliance with federal arbitrage regulations by advance accounting staff. Prepare information to arbitrage contractor as needed.

**10% D. Ensure various reconciliations are done periodically safeguarding the integrity of data on STAR.**

D1. Ensure the appropriation used corresponds to the activity code used in all transactions.

D2. Make sure the budget definition for projects and project-activities are set to control.

D3. Encumbrance balances and expenditure balances per project costing equals the balance in commitment controls CC\_PRJ, CC\_PRJACT and CC\_APPROR ledgers.

D4. Annual expenditures by appropriation per the general ledger equals the expenditures per commitment control's CC\_APPROR ledger.

D5. Current spending authority for all parent appropriation equals the authority specified the GO Status report.

**10% E. Supervise staff within the Capital Accounting Unit.**

- E1. Go through the hiring process to interview and select candidates for vacancies.
- E2. Perform general supervisory duties including the annual performance evaluations. Motivate staff on an individual basis.
- E3. Review and approve staff leave requests and timesheets. Insure adequate coverage of unit activities. Approve travel if needed.
- E4. Ensure staff is properly trained and work is adequately assigned.

**10% F. Participate in STAR ERP and capital accounting legacy database system development and maintenance as a representative of the state controller's office.**

- F1. Participate in the continuous development and maintenance of the STAR ERP as it applies to projects, general ledger and financial reporting. Participate in module user group meetings. Continually improve working knowledge of STAR.
- F2. Participate in the continuous development and maintenance of the critical capital accounting debt tracking system.
- F3. Maintain and continually improve working knowledge of capital accounting section software including Microsoft Access, Word, Excel, Internet Explorer and Outlook. Seek training opportunities as needed.
- F4. Maintain working knowledge of the state legislature's internet sites providing past and present information on state statutes, biennial budgets, Wisconsin Acts and administrative codes.
- F5. Take advantage of available professional development training courses related to writing, communication, interpersonal skills, accounting and finance.

**5% G. Provide financial support to the states Master Lease Program.**

- G1. Maintain legacy system for the state Master Lease Program.
- G2. Respond to requests for information from state agency staff.
- G3. Direct accounting staff in the preparation of STAR transactions for the disbursement of Master Lease payments for all state agencies.

**Knowledge, Skills, and Abilities**

1. Thorough knowledge of accounting principles and theory.
2. Thorough knowledge of governmental accounting principles and practices.
3. Knowledge of an integrated accounting/financial management system, such as an ERP system.
4. Ability to prepare and analyze complex accounting reports and statements.
5. Ability to manage projects.
6. Ability to effectively supervise employees including the ability to train professional accountants to carry on independent accounting duties.
7. Ability to provide technical advice on complex accounting issues and practices.
8. Ability to establish and maintain effective working relationships with others.
9. Proven supervisory skills and the ability to engage employees in their duties and enhance their skill sets.
10. Ability to interpret statutory requirements and policies and implement those directives.
11. Ability to analyze policies and procedures for more effective and efficient outcomes.
12. Knowledge of policy development methods.
13. Strong oral and written communications skills.